

## Person Specification – Young People’s Services Manager

### REQUIREMENTS:

#### **Essential**

#### **1. Qualifications/Experience**

- 1.1 Significant experience of working with young people in a range of professional settings in a multi-racial inner city settings
- 1.2 At least 2 years’ management experience including supervision and appraisal of staff.
- 1.3 A relevant vocational qualification at least to NVQ 3.

#### **2. Knowledge, skills and ability**

- 2.1 Understanding and detailed knowledge of adolescent development and the challenges faced by young people.
- 2.2 Experience of effective budget management along with experience of applying for and securing funding.
- 2.3 Understanding and knowledge of the risk and protection factors that impact on behaviour and ability to deliver targeted programmes.
- 2.4 Ability to maintain effective relationships with young people, staff, parents, carers and other colleagues within appropriate professional boundaries.
- 2.5 Ability to manage and support staff in delivering consistently planned high quality programmes in line with the curriculum.
- 2.6 Ability to manage the development, delivery and evaluation of structured programmes of youth, diversionary and personal and social education work.
- 2.7 Knowledge and understanding of current youth policy and the governments Positive Activities entitlements
- 2.8 Understanding of integrated working as a part of the drive to develop integrated youth support with awareness of developments in assessment and early diversion work.
- 2.9 Strong interpersonal skills and ability to engage young people who may be resistant.
- 2.10 Strong communication skills, written and verbal
- 2.11 Understanding of and ability to implement Health and safety requirements including risk assessments for all work undertaken
- 2.12 Ability to work flexible hours to meet the needs of young people. (Evenings, Weekends, Residential)
- 2.13 Awareness of and ability to implement Equal Opportunities to promote Equality of Opportunity in their work with young people.
- 2.14 Knowledge and ability to use computer programmes and complete data entry for all young people using the service including the EYS programme.